

# Board of Public Utilities

## Special Meeting Minutes

Monday, December 21, 2015  
4:00 p.m., City Hall Council Chambers  
539 Phoenix Street



City of South Haven

### 1. Call to Order by Stickland at 4:00 p.m.

### 2. Roll Call

Present: Burr (4:20), Henry, Stein (ex-officio), Winkel, Stickland

Absent: Overhiser (ex-officio), Roberts, Rose (ex-officio)

### 3. Approval of Agenda

Motion by Winkel, second by Henry to approve the December 21, 2015 Special Meeting Agenda as presented.

All in favor. Motion carried.

### 4. Interested Citizens in the Audience Will be Heard on Items Not on the Agenda

None at this time.

### NEW BUSINESS

### 7. Board will be requested to review conceptual plans for North Shore Drive improvements and approve the proposed on street parking plan.

Chris Cook, President, Abonmarche introduced the phases of the conceptual plans which will be presented and spoke about discussing the schedule for plan completion and taking stakeholder comments.

North Shore Drive, Monroe and Indian Grove lift station, the main lift station and Black River Street projects will be presented; will be funded through the State revolving loan fund. Culmination of a long-term plan we have been working on.

Also present from Abonmarche: Daniel Dombos, Project Engineer; Timothy Drews, P.E., PTOE, LEED AP, Vice President; Tony McGhee, Director of Development Services

Cook reviewed the Monroe Project, outlining the abandonment and replacement of water main, noting that questions can also be directed to Daniel Dombos from Abonmarche, Cook outlined planned storm sewer improvements and upgrades. Removal of all driveways in the project area is planned and all will be replaced with concrete whether they are originally asphalt, concrete or gravel. The force main from Indian Grove out to Monroe will be abandoned and there will be boring done through the creek area to alleviate a damming problem that exists at the creek. Plans regarding width of the street, the inclusion of a narrow bike lane and a full five foot (5') wide sidewalk was explained. Halberstadt added that the street will be striped with a double yellow center line, a white shoulder line with the bike trail between the sidewalk and shoulder line. Dombos pointed out the snaking of the sidewalk in some areas to accommodate large existing trees.

Cook indicated on the plans where the bore will be adding that some easements are set up with the property owners already. Halberstadt indicated pavement markings, crosswalks, center striping, edge line two feet (2') out for the bike lane, noting the double yellow is discouraging passing. Discussion ensued regarding the efficacy of striping to deter passing.

Cook explained about some difficult grades that exist in this area, and indicated that they have been consulting with the city's arborist regarding removal and replacement of trees. Utility poles that will need to be moved will be worked out with the electrical consultant. Halberstadt noted that electrical will be funded out of the electric fund, not out of the street fund.

There will be some drainage and grading issues that will be addressed with property owners. Halberstadt said any lots that are not served with sanitary sewers will be taken care of during this project. Discussion ensued after a question by Stickland regarding assessment of owners of vacant lots. Halberstadt noted that at the time a property adds a building the city would charge tap fees to cover that cost. After comment by Stickland, Halberstadt noted that the tap fee for new customers may not exactly equal a special assessment. Discussion ensued regarding the inequality of tap fees and special assessments and addressing that inequality.

Tim Drews, Abonmarche: Reviewed the North Shore project, noting the sanitary sewer has structural defects and infiltration; this is flat area which is way below minimum grade and noted that one goal will be to get a good portion of the sanitary sewer not at the same depth but at the right grade. One goal is to widen the street to allow parking on both sides, strategically. The arborist determined which trees need to be removed. The intent is to create a streetscape with trees of varied species to be determined by the arborist. Along with removing and replacing power poles due to the widening of the street the goal is to eliminate wires going across the road. Bump outs and appropriate parking spaces will be developed, and five foot (5') sidewalks added on both sides.

Discussion ensued regarding bicycle paths, sidewalks, crosswalks, yielding to a pedestrian in the crosswalk. Beach access sites will have the city's standard sign and some landscaping. In response to a question, it was acknowledged that this North Shore Drive project will be split into two phases. Existing curb, gutters and sidewalks are all coming out. Henry questioned the construction time line of Phase 1 to which. Cook responded with due dates to submit preliminary and final plans. The earliest any of this work will start is after Labor Day 2016. These projects are generally going to be off-season work. Halberstadt

does not anticipate this project will occur in 2016/2017 because the repairs on Blue Star Bridge will need this as a detour. Burr asked whether this will be 2017 and noted if so he will let the folks at the gas co know.

Black River Street and lift station. Parking and pavement will be addressed, per Chris Cook. Sewer line which runs along the river will be removed. Parking, the widening of the street, and reworking the plan to get the sewer main into the center of the street were discussed. Halberstadt noted this is a prime area for more parking. Cook indicated the main lift consolidation along with the balance of the project, retiring the crossing that now exists.

Discussion ensued regarding providing retention for overflow from big storms. Super high flows should be reduced through Abonmarche's whole program, but until we live with these projects for a few years we cannot be sure just how much reduction we will see. Work with the Department of Environmental Quality (DEQ) will be needed.

Cook explained the loans have solidified, supported and locked in. Abonmarche is also actively looking for some grants, particularly with road work. Cook noted the advantages of having disadvantaged status.

Discussion ensued regarding Dunkley, putting electric lines underground and working with the DEQ. The individual project costs as well as the estimated total were discussed. Cook noted that the next step for Abonmarche is to get the schedules charted, get bids for combining the packages and get into the details of the new main lift station.

**8. Board will be requested to review a modification of the Utility Policy permitting a 5 day grace period from the due date during which no late fees would be assessed.**

Amanda Morgan; City Clerk/Supervisor Customer Service: Explained the request for a five (5) day grace period. Quite often a majority of the customers are on Social Security or Disability and do not receive their money until the third of the month so with a due date of the twenty-ninth, are always late. Morgan noted the city is also strictly enforcing our utility policy; if you are late more than twice you have to pay a security deposit. Our hope is to get these customers off security deposits.

Stickland asked about the other due dates which Amanda explained that with all the other due dates, people already have their bill in hand when their checks arrive. Burr noted Albemarle is always late due to having to get the check from corporate.

Henry said this is administrative so he supports it.

Stickland said if this is avoiding problems he is for it.

In response to a question, Morgan said the bill is sent approximately twenty (20) days before it is due.

Motion by Henry, second by Burr to recommend that City Council adopt a resolution to update the Utility Policy to include a grace period for utility bill due dates.

All in favor. Motion carried.

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**9. City Engineer Comments**

First Regular Meeting of 2016 is scheduled for January 25 at the DPW Building.

**10. Board Member Comments**

There were no comments

**11. Adjourn**

Motion by Winkel, second by Henry to adjourn at 5:35 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom  
Recording Secretary